

LIMITED NON-CAREER APPOINTMENT (LNA) HIRING PROGRAMS

Summary: The State Department has historically used its Limited Non-Career Appointment (LNA) authority under the 1980 Foreign Service Act to send its career Civil Service employees overseas for unique, generally specific, hiring needs, e.g., excursion, developmental, and hard-to-fill programs that have their own policy guidelines. In order to meet specific and urgent mission-critical needs that cannot be met by the career Foreign Service (FS), we recently have developed other LNA hiring programs. In addition to the Bureau of Diplomatic Security's (DS) LNA program, which began in 2008, the Bureau of Consular Affairs and Office of Medical Services now have LNA hiring programs, and the Office of the Global Aids Coordinator plans to start an LNA program in summer 2014. The Director General (DG) has approved a number of policy and procedural actions to standardize LNA hiring programs. In addition to periodic ALDACs, Webinars, and Town Halls, we encourage those of you in these LNA appointments as well as those of you working with them to take advantage of various intranet portals developed to explain the LNA programs and connect LNAs in training or serving abroad with those involved with managing LNA programs. End Summary.

Where They Are and What They Do

The Department has approved the following LNA hiring programs:

- Consular Adjudicators (Bureau of Consular Affairs): currently approximately 50 LNAs serving in China, Brazil, Mexico, and several countries in Central and South America. These LNA Consular Adjudicators have the same decision-making authority as entry-level FS Officers (FSO). LNA Consular Adjudicators focus primarily, but not exclusively, on nonimmigrant visa adjudication; although, they are qualified to handle all consular work.
- Security Protective Specialists (Bureau of Diplomatic Security): more than 100 LNAs in Priority Staffing Posts/High Threat Posts (e.g., Afghanistan, Iraq, Pakistan, South Sudan, Libya, and Yemen) to supplement DS Special Agents in the supervision of contractor personnel and the provision of personal protection for Department employees.
- Medical Services: 11 total LNAs serving as Registered Nurses, Licensed Clinical Social Workers, and Medical Specialist (Protective) in Priority Staffing Posts/High Threat Posts.
- Global Aids Coordinator: converting 36 President's Emergency Program for Aids Relief (PEPFAR) Coordinators to LNAs over the course of the next two years.

Who They Are

Hiring Program LNAs are:

- Recruited, examined, and evaluated similar to their FS Generalist or Specialist counterparts.

- Direct Hire members of the FS who can perform inherently governmental functions and are
 - NOT generally career Civil Service employees;
 - NOT part of the hard-to-fill or Overseas Development Programs; and
 - NOT contractors.
- Initially appointed for a period ranging from 13 months to 24 months.
- Required to sign program-specific Continuing Service Agreement and Conditions of Employment documents.
- Rated by tenured employees.
- Held to the same standards of conduct as any other FS employee (temporary or career) serving overseas, e.g., misbehavior, reporting of relationships, etc.
- Provided the same access to Post resources/opportunities as other FS employees.
- Eligible for American FS Association representation and/or assistance.
- Limited to a maximum appointment length, with extensions, of five years.
- Eligible for most basic allowances accorded to career FS employees.
- Not eligible for the Student Loan Repayment Program, or for Language Incentive Pay if language ability was a prerequisite for employment as an LNA.
- Not eligible for conversion to Generalists or Specialists positions. They may apply and compete for FS positions through the normal processes.

DG Approved Promotion Policy

Promotions (Refs B, C)

- LNAs receive administrative promotions up to class FS-04 based on satisfactory performance using the timeline for untenured FSOs, i.e., 12 months in Service from FS-06 to FS-05, and 18 months in grade from FS-05 to FS-04. LNAs are not eligible for promotion to grades FS-03 and above. (Note: Career Civil Service LNAs are excluded from promotion while on LNA assignments.)